

A G E N D A

FINANCE AND CLAIMS COMMITTEE - STATE ADMINISTRATIVE BOARD

May 11, 2004 Meeting, 11:00 a.m.
EOC Conference Room, 1st Floor, Mason Building

SECTION I. AGENCY CONTRACTS

Requests approval of the following

1. DEPARTMENT OF ATTORNEY GENERAL

- | | |
|--------------------------------------|---|
| 1) Christopher Dobyys
Haslett, MI | \$ 100,000.00 Total
100% Interaccounted to the
restricted DNR, Fish and
Wildlife Fund
Special Assistant Attorney
General Re: USA Bay Mills
Indian Community, et al Versus
State of Michigan, DNR, Fish
and Game Wildlife fund |
|--------------------------------------|---|

2. DEPARTMENT OF COMMUNITY HEALTH

- | | |
|---|--|
| 1) Michigan Public Health
Okemos, MI | \$ 761,155.00 Amendment
\$ 21,290.436.00 New Total
72.2% Federal, 24.9% State,
2.9% Local
Public Health Projects and
Other Health-Related Activities
Prescribed in Public Act 368 of
1979 |
|---|--|

3. DEPARTMENT OF CORRECTIONS

- | | |
|--|--|
| 1) Community Recovery Services,
Inc.
Flint, MI | \$ 50,000.00 Amendment
\$ 710,000.00 New Total
100% GF
Substance abuse treatment for
prisoners, parolees and
probationers |
|--|--|

3. DEPARTMENT OF CORRECTIONS continued

2) Family Service, Inc. Detroit, MI	\$ 50,000.00 \$ 226,042.50	Amendment New Total
		100% Offender Reimbursement Sex offender counseling for Parolees and Probationers in Wayne County
3) Inland Environmental Services Grand Rapids, MI	\$ 15,000.00 \$ 29,500.00	Amendment New Total
		100% GF Demolition of waste-water structure at Camp Waterloo lagoon
4) Project Rehab, Inc. Grand Rapids, MI	\$ 165,000.00 \$ 780,000.00	Amendment New Total
		100% GF Substance abuse treatment for prisoners, parolees and probationers
5) Saginaw Psychological Services, Inc. Saginaw, MI	\$ 40,000.00 \$ 664,000.00	Amendment New Total
		100% GF Substance abuse treatment for prisoners, parolees and probationers

4. DEPARTMENT OF HISTORY, ARTS, AND LIBRARIES

1) MI Humanities Council Lansing, Michigan	\$ 58,800.00 \$ 107,500.00	Amendment New Total
		92% GF/GP 8% Gifts & Bequests To convene a series of statewide public meetings to develop a comprehensive plan and program that engages arts, cultural and education resources for improving the development and academic achievement of Michigan infants

3. DEPARTMENT OF HISTORY, ARTS, AND LIBRARIES continued

- | | | |
|----|--|---|
| 2) | University Cultural Center
Association
Detroit, Michigan | \$ 45,000.00 New Total
GF/GP 100% Funding
To convene a statewide public
meeting to share best
practices, offer technical
assistance and strategies in
linking arts, culture, and
economic development to
address Michigan cities"
revitalization efforts |
| 3) | Innovative Interfaces, Inc.
Emeryville, CA | \$ 3,972,030.00 New Total
100% Federal Funding
Develop and operate an on-line
shared catalog for all types of
libraries in Michigan.
Innovative will provide, install
and maintain proprietary catalog
software, designed for this
purpose |
| 4) | Michigan Library Consortium
Lansing, MI | \$ 1,495,426.00 New Total
100% Federal Funding
Management of the migration of
libraries into the MeLCat
program. The MeLCat program
provides public access to an on-
line shared catalog for holdings
in all types of libraries across
Michigan |

5. DEPARTMENT OF LABOR AND ECONOMIC GROWTH

- | | | |
|----|---|---|
| 1) | Statewide Michigan Works
Agencies
(Listing on File) | \$ 166,019.00 Amendment
\$ 64,990,963.00 New Total
100% Federal Funds (Reed Act)
Provide FIA Program recipients,
Non-Custodial Parents and Non-
Cash recipients education and
training opportunities to
increase income thereby reducing
or eliminating the need for
public assistance |
|----|---|---|

5. DEPARTMENT OF LABOR AND ECONOMIC GROWTH continued

2)	Statewide Michigan Works Agencies (Listing on file)	\$ 97,298.00 Amendment \$ 30,712,403.00 New Total 100% Federal Funds Provide FIA Program recipients, Non-Custodial Parents and Non- Cash recipients education and training opportunities to increase income thereby reducing or eliminating the need for public assistance
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6. FAMILY INDEPENDENCE AGENCY

1)	Arab-American and Chaldean Council Lathrup Village, MI	\$ 154,550.00 Total 100%GF/GP Information, Referral and Advocacy services
2)	Community Assessment Referral & Education Fraser, MI	\$ 106,250.00 Total 45% Federal/55% GF/GP Foster Care Home Recruitment plan
3)	Community Action Agencies Various (Listing on file)	\$ 2,752,692.00 Amendment \$ 24,337,857.00 New Total 100% Federal Funds Support to low-income individuals/families
4)	Central Michigan District Health Department Mt. Pleasant, MI	\$ 66,200.00 Total 100% Federal 0-3 Coordination In Home visitation for families of newborn to toddlers to help them give their children a healthy start by providing support to these families
5)	Catholic Charities of Shiawassee & Genesee Counties Owosso, MI	\$ -26,910.90 Amendment \$ 30,964.10 New Total 100% Federal Foster/adoptive family support

SECTION II. DMB CONTRACTS

Requests approval of the following

NEW CONTRACTS

7. DEPARTMENT OF AGRICULTURE

- | | | |
|----|--|--|
| 1) | Maurice's Flying Service
Lakeview, MI | \$ 322,390.07 (1 Mo 20 Dys)
50% Federal - 50 % General
Fund 071I4001148 Aerial
Spraying of Pesticides in
Eleven Michigan Counties to
Control the Gypsy Moth |
|----|--|--|

8. DEPARTMENT OF COMMUNITY HEALTH

- | | | |
|----|--|--|
| 1) | Epic Systems Corporation
Madison, WI | \$ 37,390.00 (One-Time)
100% Federal Funds
391R4001842 Laboratory
Equipment and Accessories for
the Bureau of Laboratories |
| 2) | Quigen, Inc.
Chatsworth, CA | \$ 80,955.00 (One-Time)
100% Federal Funds
391R4001872 Desktop Robotic
Workstation for the Bureau of
Laboratories |
| 3) | Self Seal Container Corp. -
Delaware Valley
Bridgeport, PA | \$ 30,960.00 (One-Time)
100% General Funds
391R4001864 Specimen
Transport Kits |

9. DEPARTMENT OF CORRECTIONS

- | | | |
|----|----------------------------------|---|
| 1) | Pharmacorr, LLC
St. Louis, MO | \$ 5,760,000.00 (6 Months)
100% General Funds
472R4005879 Pharmacy Services |
|----|----------------------------------|---|

10. DEPARTMENT OF EDUCATION

- | | | |
|----|--|---|
| 1) | Moore & Associates, Inc.
Southfield, MI | \$ 29,960.00 (5 Years)
100% Federal Funds
071I4001117 Program
Consultant for Funding
Federal Grants |
|----|--|---|

11. DEPARTMENT OF ENVIRONMENTAL QUALITY

- | | | |
|----|---|---|
| 1) | Canberra Industries
Meriden, CT | \$ 27,761.00 (1 Year)
100% Restricted Funds
761R4001485 Hardware and
Software Maintenance and
Support for Laboratory
Equipment |
| 2) | Ronald J. Holben
Eaton Rapids, MI | \$ 200,000.00 (2 Years)
100% Federal Funds
Split Award
071I4001145 Drinking Water
Operator Training for the
Advisory Board of Examiners |
| | Michigan Rural Water Assoc.
Harrison, MI | \$ 200,000.00 (2 Years)
100% Federal Funds
Split Award
071I4001145 Drinking Water
Operator Training for the
Advisory Board of Examiners |
| | American Water Works Assoc.
Denver, CO | \$ 200,000.00 (2 Years)
100% Federal Funds
Split Award
071I4001145 Drinking Water
Operator Training for the
Advisory Board of Examiners |

12. FAMILY INDEPENDENCE AGENCY

- | | | |
|----|---|---|
| 1) | Hi-Tec Building Services
Jenison, MI | \$ 211,500.00 (3 Years)
63.37% Federal - 36.63%
General 071I4001135
Janitorial Service for Kent
County, Franklin Street |
| 2) | Klean As A Whistle
Franklin, MI | \$ 120,937.20 (3 Years)
63.37% Federal - 36.63%
General 071I4001104-C
Janitorial Service for the
Schoolcraft District |

12. FAMILY INDEPENDENCE AGENCY continued

- | | | |
|----|--|---|
| 3) | Nouveau Building Service
Southfield, MI | \$ 93,564.00 (3 Years)
63.37% Federal - 36.63%
General 071I4001104-B
Janitorial Services for the
Medbury/Concord District |
| 4) | Road Runr Maintenance, Inc.
Pontiac, MI | \$ 73,545.00 (3 Years)
63.37% Federal - 36.63%
General 071I4001104-A
Janitorial Service for the
Hamtramck District |

13. DEPARTMENT OF INFORMATION TECHNOLOGY

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|----|-------------------------|--|
| 1) | EDS
Lansing, MI | \$ 723,232.00 (4 Months)
100% Federal Funds
084R4002233 Software
Consultant for the Department
of Education |
| 2) | InnaPhase
Ramsey, NJ | \$ 41,000.00 (1 year)
100% Restricted Funds
084R4002177 Technical Support
and Maintenance for Materials
Testing System Software for
the Department of
Transportation |

14. DEPARTMENT OF MANAGEMENT AND BUDGET

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|----|---|--|
| 1) | Besco Water Treatment, Inc.
Battle Creek, MI | \$ 773,337.00 (3 Years)
Various Funding Sources
071I4001133 General Salt -
Statewide - Lower Peninsula |
| 2) | Spartan Fence, Inc.
Morrice, MI | \$ 39,122.47 (One-Time)
100% Federal Grant
071R4001386 Fence and Gate
Installed at the North
Complex for the Office of
Facilities |

14. DEPARTMENT OF MANAGEMENT AND BUDGET continued

3)	Xerox Corporation East Lansing, MI	\$ 50,694.00 (4 Months) Revolving Funds 071R4001349 Maintenance Agreement for Xerox Equipment
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15. DEPARTMENT OF NATURAL RESOURCES

1)	Rogers Printing Ravenna, MI	\$ 95,354.00 (One-Time) 100% Restricted Funds 071R4001383 Printing of Michigan Hunting and Trapping Guides
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16. DEPARTMENTS OF STATE POLICE & INFORMATION TECHNOLOGY

1)	Fred B. Philippeau & Assoc. Livonia, MI	\$ 32,000.00 (2 Months) 100% Restricted Funds 078R4001003 Procurement of Real Estate Appraisal Services
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17. DEPARTMENT OF STATE POLICE

1)	Standard Fusee Corporation Easton, MD	\$ 742,716.00 (3 Years) 100% General Funds 071I4001123 Fusees and Flares for the Michigan State Police
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18. DEPARTMENT OF TRANSPORTATION

1)	Environmental Containment Services, LLC Old Saybrook, CT	\$ 38,800.00 (4 Months) 100% Restricted State Trunkline 071I4001144 Trailer-Mounted Dust Collector Rentals for the Maintenance Division
2)	Goodwill Industries Kalamazoo, MI	\$ 89,766.00 (3 Years) 100% Restricted Funds 071I4001129 Janitorial Service for the Southwest Region Office

18. DEPARTMENT OF TRANSPORTATION continued

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|----|---|---|
| 3) | Hi-Tec Building Services
Jenison, MI | \$ 24,840.00 (3 Years)
100% Restricted Funds
071I4001124 Janitorial
Service for the Marshall TSC |
| 4) | Lecia Geosystems, Inc.
Livonia, MI | \$ 115,260.00 (One-Time)
100% Federal Restricted Funds
071I4001108 3-D Laser Survey
Scanner System for Highway
Design and Engineering |

19. DEPARTMENT OF TREASURY

- | | | |
|----|---|--|
| 1) | Council of Institutional
Investors
Washington, DC | \$ 30,000.00 (1 Year)
100% Restricted Funds
271R4001008 Membership in the
Council of Institutional
Investors |
| 2) | Thomson/RIA, Inc.
Lakeland, FL | \$ 103,052.00 (3 Years)
100% General Funds
271R4001005 On-Line/CD-ROM
Tax Research Subscription
Service |

CONTRACT CHANGES/EXTENSIONS

20. DEPARTMENT OF COMMUNITY HEALTH

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|----|---|---|
| 1) | Medical Doctor Associates
Norcorss, GA | \$ 255,000.00 Amendment
\$ 503,820.00 New Total
100% State Funds
071B2001674 Psychiatric
Services for Kalamazoo
Psychiatric Hospital |
|----|---|---|

21. DEPARTMENT OF CORRECTIONS

- | | | |
|----|---|---|
| 1) | Dominion Wireless, Inc.
Sterling, VA | \$ 749,960.00 Amendment
\$ 5,616,516.00 New Total
100% General Fund
071B9000060 Personal
Protection/Duress System for
Marquette Prison |
|----|---|---|

21. DEPARTMENT OF CORRECTIONS continued

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|----|---|---|
| 2) | Ecolab, Inc.
St. Paul, MN | \$ 15,000.00 Amendment
\$ 45,079.16 New Total
100% Revolving Funds
071B1001495 Chemicals for
Janitorial Services for
Michigan State Industries |
| 3) | Glopak, Inc.
St. Leonard, Canada | \$ 343,600.00 Amendment
\$ 669,800.00 New Total
100% Revolving Funds
071B2001490 Plastic Film for
Michigan State Industries |
| 4) | Midwest Chemical & Supply
Columbus, OH | \$ 10,000.00 Amendment
\$ 257,959.00 New Total
100% Revolving Funds
071B1001577 Chemical for
Janitorial Services for
Michigan State Industries |

22. DEPARTMENT OF ENVIRONMENTAL QUALITY

- | | | |
|----|--|---|
| 1) | Great Lakes Environmental
Center
Traverse City, MI | \$ 950,000.00 Amendment
\$ 3,554,000.00 New Total
16% Federal, 84% Restricted
071B1001643 Water Quality
Monitoring Strategy for the
Water Division |
|----|--|---|

23. FAMILY INDEPENDENCE AGENCY

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|----|---|---|
| 1) | Michigan Coalition Against
Domestic Violence
Okemos, MI | \$ 35,000.00 Amendment
\$ 1,408,460.00 New Total
100% Federal Funds
071B4200017 Domestic Violence
Prevention Training |
| 2) | Strategic Protection Group
Oak Park, MI | \$ 148,986.00 Amendment
\$ 595,945.00 New Total
65.986% Federal-34.014% State
071B1001644 Security Guard
Services for Gratiot/7 Mile
and Forest/Ellery Districts |

23. FAMILY INDEPENDENCE AGENCY continued

- | | | |
|----|--|---|
| 3) | Strategic Protection Group
Oak Park, MI | \$ 172,244.00 Amendment
\$ 688,976.72 New Total
65.986% Federal-34.014% State
071B1001645 Security Guard
Services for Wayne County
Child and Family Services and
Western Wayne Office |
| 4) | Strategic Protection Group
Oak Park, MI | \$ 176,596.00 Amendment
\$ 706,383.52 New Total
65.986% Federal-34.014% State
071B1001646 Security Guard
Services for Oakland County
Districts I, II, III and IV |

24. DEPARTMENT OF INFORMATION TECHNOLOGY

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|----|---|--|
| 1) | Agate Software, Inc.
Lansing, MI | \$ 31,300.50 Amendment
\$ 328,443.50 New Total
70% Federal, 30% State Funds
071B2001424 Software
Consultant Services for the
MAGIC System for FIA |
| 2) | Alcatel Network Systems
Richardson, TX | \$ 40,000.00 Amendment
\$ 64,200.00 New Total
100% Revolving Funds
084N4001752 Two-Way Radio
Repair and Technical Support
for the Michigan State Police |
| 3) | Dent Enterprises, Inc.
Dewitt, MI | \$ 60,000.00 Amendment
\$ 90,000.00 Net Total
100% General Funds
071B3001184 Snow Plowing
Service for Michigan State
Police Towers - Statewide |

24. DEPARTMENT OF INFORMATION TECHNOLOGY continued

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|----|--|---|
| 4) | Enfotech & Consulting
Lawrenceville, NJ | \$ 1,631,586.00 Amendment
\$ 4,286,773.00 New Total
50% Federal, 30% Restricted,
20% General
071B1001740 Electronic
Wastewater Permit and
Reporting for DEQ |
| 5) | Iknowvate
Livonia, MI | \$ 153,420.00 Amendment
\$ 937,379.00 New Total
81% Federal - 19% Restricted
071B3001062 Water Tracking
System for the Department of
Information Technology |

25. DEPARTMENT OF MILITARY AND VETERANS AFFAIRS

- | | | |
|----|---|---|
| 1) | Great American Environmental
Kingsford, MI | \$ 23,953.80 Amendment
\$ 58,987.80 New Total
100% General Funds
071B4200014 Rubbish Removal
for the D. J. Jacobetti Home
for Veterans |
|----|---|---|

26. DEPARTMENT OF MANAGEMENT AND BUDGET

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|----|--|--|
| 1) | Grainger Container Service
Lansing, MI | \$ 5,940.00 Amendment
\$ 597,020.00 New Total
100% General Funds
071B2001308 Rubbish Removal
for the Hall of Justice |
| 2) | Peckham Vocational Industries
Lansing, MI | \$ 356,255.00 Amendment
\$ 5,317,577.78 New Total
100% Restricted Funds
071B9000683 Janitorial
Service for all State
Secondary Complex Facilities |

26. DEPARTMENT OF MANAGEMENT AND BUDGET continued

3)	Tru Green	\$	110,000.00	Amendment
	Lansing, MI	\$	428,856.00	New Total
				100% Restricted Funds
				071B1001428 Grounds
				Maintenance for the Capitol,
				North, and Secondary
				Complexes

27. DEPARTMENT OF NATURAL RESOURCES

1)	The Board of Regents of the	\$	52,064.06	Amendment
	University of Wisconsin	\$	662,977.06	New Total
	Madison, WI			100% Restricted Funds
				071B9000267 Development of
				Forest Classification System

28. DEPARTMENT OF STATE

1)	Security Alarm Company	\$	476.00	Amendment
	Owosso, MI	\$	57,318.00	New Total
				100% General Funds
				071B7000309 Security Alarm
				Services for Various Offices

29. DEPARTMENT OF STATE POLICE

1)	Laser Technology, Inc.	\$	50,000.00	Amendment
	Englewood, CO	\$	100,000.00	New Total
				100% Federal Funds
				071B3001229 Lidar (Laser)
				Speed Measurement Devices

30. DEPARTMENT OF TRANSPORTATION

1)	Comptons Mowing Service	\$	104,759.67	Amendment
	Star City, IN	\$	246,014.77	New Total
				100% Restricted Funds
				071B2001342 Roadside Mowing -
				Southwest Region Office

SECTION III. RELEASE OF FUNDS TO WORK ORDER

SECTION IV. REVISION TO WORK ORDER

SECTION V. CLAIMS - PERSONAL PROPERTY LOSS

31. DEPARTMENT OF COMMUNITY HEALTH

- 1) Roosevelt Abraham \$570.00

The claimant (04-SAB-058) requests \$570.00 reimbursement for his personal eyeglasses broken during an altercation between two clients. The Department recommends approval of this claim in accordance with the State Administrative Board policy on eyeglass replacement for the sum of \$338.40

- 2) Kimberly Birney \$204.98

The claimant (04-SAB-060) requests \$204.98 reimbursement for her personal eyeglasses broken by a client while on her job. The Department recommends approval of this claim.

- 3) Adrian Carter \$ 2.06

The claimant (04-SAB-061) requests \$2.06 reimbursement for his money lost while under the control of the staff. The Department recommends approval of this claim.

- 4) Dave Mania \$ 30.00

The claimant (03-SAB-169) requests \$30.00 reimbursement for his Walkman AM/FM cassette radio lost while under the sole control of staff. The Department recommends approval of this claim for the sum of \$25.01, the average retail price of the item.

- 5) Dwane Smith \$180.00

The claimant (04-SAB-064) requests \$180.00 reimbursement for two pair of tennis shoes lost while under staff control. The Department recommends approval of this claim.

32. DEPARTMENT OF TRANSPORTATION

- 1) Kenneth Devitto \$666.48

The claimant (04-SAB-068) requests \$666.48 reimbursement for damage done to his vehicle after hitting pothole. Since the Department did not have reasonable time to repair the pothole before this incident took place, the Department recommends denial of this claim.

- 2) Betsy Diplock \$903.28

The claimant (03-SAB-179) requests \$903.28 reimbursement for damage done to her vehicle after hitting pothole. Since the Department did not have reasonable time to repair the pothole before this incident took place, the Department recommends denial of this claim.

- 3) Earl Green \$397.00

The claimant (04-SAB-047) requests \$397.00 reimbursement for damage done to his vehicle after hitting pothole. Since the Department did not have reasonable time to repair the pothole before this incident took place, the Department recommends denial of this claim.

- 4) Harrisa Kirksey \$963.39

The claimant (04-SAB-062) requests \$963.39 reimbursement for damage done to vehicle after a MDOC employee dropped a light on her car. The Department recommends approval of this claim.

- 5) Steven Torey \$500.00

The claimant (04-SAB-063) requests \$ 500.00 reimbursement for damage done to his vehicle after hitting pothole. Since the Department did not have reasonable time to repair the pothole before this incident took place, the Department recommends denial of this claim.

33. FAMILY INDEPENDENCE AGENCY

- 1) Darlene Brown \$831.64

The claimant (03-SAB-165) requests \$831.64 reimbursement for damage done to her vehicle and lost of time. The Department recommends approval of this claim for her insurance deductible of \$500.00. **This recommendation does not comply with State Administrative Procedures as the claimant was negligent, not the State.**

SECTION VI. CLAIMS - PERSONAL INJURY LOSS

SECTION VII. APPROVAL OF SPECIAL ITEMS

34. DEPARTMENT OF CORRECTIONS

- 1) Requests permission to dispose of unclaimed and abandoned prisoner property without intrinsic value in accordance with PD-BCF-53.01, Section IV, Abandoned and Unclaimed Property from the following facilities:

Florence Crane Correctional Facility, 4/27/2004
Saginaw Correctional Facility, 4/27/2004

- 2) The Department's monthly report submitted pursuant to the Administrative Procedures of 06202. A Copy of the report is on file with the State Administrative Board Secretary.

March 2004-1 claim approved
April 2004-1 claim approved

The Director of the Department of Management and Budget recommends approval by the State Administrative Board of the items contained in Section I and II of this agenda. Approval by the State Administrative Board of these award recommendations does not require or constitute the award of same. Award of contracts shall be made at the discretion of the DMB Director or designee.

S U P P L E M E N T A L A G E N D A

FINANCE AND CLAIMS COMMITTEE - STATE ADMINISTRATIVE BOARD

May 11, 2004 Meeting, 11:00 a.m.
EOC Conference Room, 1st Floor, Mason Building

SECTION I. AGENCY CONTRACTS

1s. DEPARTMENT OF LABOR & ECONOMIC GROWTH

Michigan Works Berrien/ Cass/Van Buren (Listing on file)	\$ 300,000.00 Total 100% Federal Funds (Workforce Investment Act) Funding for the purpose of engaging 250-275 youth of Benton Harbor in the summer Youth Works Program (summer jobs, education and training programs)
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SECTION II. DMB CONTRACTS

Requests approval of the following

NEW CONTRACTS

2s. DEPARTMENT OF CIVIL SERVICE

Harvey Hohauser and Associates Troy, MI	\$ 40,000.00 (4.5 months) 35% General, 65% Federal 071I4001166 Executive Search Services to fill the State Personnel Director position
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3s. DEPARTMENT OF MANAGEMENT AND BUDGET

Tetra Tech Brighton, MI	\$ 450,000.00 (6 months) 100% Federal Funds 071I4001127 Critical Infrastructure Protection Project
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4s. DEPARTMENT OF TRANSPORTATION

ZEA Corporation	\$ 61,908.00 (one-time)
Kansas City, MO	100% State Trunkline Restricted Funds
	071I4001200 Epoxy, Deck Floodcoat for use on bridge decks

CONTRACT CHANGES/EXTENSIONS

5s. DEPARTMENT OF MANAGEMENT AND BUDGET

Covansys	\$ 2,233,334.00 Amendment
Okemos, MI	\$ 30,471,938.00 New Total
	100% General Fund
	071B0000606 Business Process Re-engineering for the Office of Retirement Services

SECTION III. RELEASE OF FUNDS TO WORK ORDER

SECTION IV. REVISION TO WORK ORDER

SECTION V. CLAIMS - PERSONAL PROPERTY LOSS

SECTION VI. CLAIMS - PERSONAL INJURY LOSS

SECTION VII. APPROVAL OF SPECIAL ITEMS

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